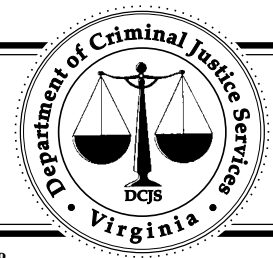


PRIVATE SECURITY INFORMATION BULLETIN



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You Asked...

DCJS staff have compiled some of the most often asked questions from callers. We have listed these in this issue in order that you may share them with your fellow employees or students.

Business Issues

What do I have to do when my company changes officers?

Licensees must report any change in ownership or principals which does not result in the creation of a new legal entity. The report must be made within 30 days of the change and fingerprint applications must be submitted for the new persons. Changes that create a new legal entity require that a new business application be filed.

What type of management/supervisory experience must someone have to become a compliance agent?

Applicants must have three years of management/supervisory experience in private security, law enforcement or a related field. This experience must be verified by third party documentation such as a letter from an employer. Resumes are not acceptable.

When can I get into a compliance agent training session?

Applicants are scheduled into a session in the order in which they are received. Sessions are held each month, so the wait is usually no longer than thirty days if the application is complete.

Registration/Certification

What can I do to speed up the time it takes to get a registration?

Temporary registrations are issued as soon as three items are received by DCJS: a completed application, proof of training completion, and a background check from the state police. The processing time can often be minimized by submitting your fingerprints with a fingerprint application form while waiting for a training class or some other necessary documentation. This minimizes the waiting time after training has been completed.

What are the processing times for fingerprints?

Generally, state criminal history reports are returned 4-6 weeks from the date they are first received at DCJS. The federal criminal history reports are returned about 4 months from the original date of submittal. DCJS will continue contacts with both the state police and FBI to find ways of reducing these time frames.

Will I get a reminder from DCJS when it is time to renew?

DCJS sends out computer-generated renewal notices 90 days before the expiration date of the registration/certification. It is a requirement for persons to keep DCJS advised of address changes in order to en-

sure postal delivery. As with other licenses or registrations, it is still the responsibility of the individual to renew in a timely fashion even if the renewal notification is not received.

Can I work during the 180 day reinstatement period if I don't renew on time? What will my new expiration date be?

You cannot work until you possess a valid registration/certification. The reinstatement period allows you to renew, with a penalty, without having to file an initial application and resubmit fingerprints. Your training requirements must, however, be current. The reinstated registration/ certification expiration date remains the same since it is not an initial application.

Training Schools/Instructors

What are the prerequisites to teach in a particular category?

Applicants must provide documentation of previous work experience, instructor experience, training and education for those subjects in which certification is requested. DCJS then evaluates qualifications based upon that documentation.

Does an instructor have to be registered in the category they teach?

No, most instructors do register in one or more categories.

Can an instructor teach for more than one training school?

Yes, nothing in DCJS regulations precludes this.

Does a school also have to have a DCJS business license?

No, the current regulations do not treat a training school as a business.

COMPLIANCE

Braun Investigations, Richmond (Deborah L. Braun, Private Investigator): Unlicensed activity. Sanctions: cease and desist operations; loss of right to own a private security services business in Virginia, registration as a private investigator and compliance agent for five years; and \$500.

Cobra One International, Inc., Richmond (Robert Stokes, Private Investigator and Personal Protection Specialist): Unlicensed activity. Sanctions: cease and desist operations until properly licensed; probation through next renewal of registration as a private investigator and personal protection specialist; and \$500.

Marcello R. Durante, Richmond (Personal Protection Specialist with firearm certifications): Willfully refusing to furnish to the department information during an investigation. Sanction: probation through next renewal of registration as a personal protection specialist.

High Crime Security Services, Inc., (formerly Watkins Security Enforcement Agency) Newport News, (Kevin E. Watkins, Armed Security Officer): Unlicensed activity. Sanction of \$500. Now in compliance.

Vaughn Security & Electric, Inc., Fredericksburg (Kimberly A. Vaughn, now a Compliance Agent and applicant for Electronic Security Sales Representative): Unlicensed activity. Sanctions: cease and desist additional operations until properly licensed; and \$250. Now in compliance with private security services business license.

UPCOMING EVENTS

Entry Level Compliance Agent Training

Held the third Wednesday of each month in Ashland, VA.

In-Service Compliance Agent Training

January 28 Fairfax Co.

February 11 Richmond



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